


OUTLINE GUIDE FOR J.M. IS

CHAPTER RESPONSIBILITY

S.D	Chapter	Responsible Agency
TOPOGRAPHIC	I	BRIEF JISPB
SOCIOLOGICAL	II	MILITARY GEOGRAPHY MID
POLITICAL	III	OCEANOGRAPHY ONI
ECONOMIC	IV	COASTS AND LANDING BEACHES ONI
SCIENTIFIC	V	CLIMATE AND WEATHER JIC
ARMED FORCES	VI	PORTS, SHIPPING, AND NAVY ONI
Subversive	VII	TRANSPORTATION AND TELECOMMUNICATIONS OCE
Trans & Comm	VIII	CITIES AND TOWNS OCE
	IX	RESOURCES AND TRADE MID, OCE, USGS, USD., FED. RES.
	X	PEOPLE AND GOVERNMENT STATE
	XI	HEALTH AND SANITATION MID (SGO)
	XII	AVIATION A-2
	XIII	GAZETTEER AND MAP APPRAISAL BOM, AMS, STATE

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 X DECLASSIFIED
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JCS Declassification/Release Instructions on File

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OUTLINE GUIDE FOR JANIS

CHAPTER I

BRIEF

Foreword

1. Introduction
2. Military Geography
3. Oceanography
4. Coasts and Landing Beaches
5. Climate and Weather
6. Ports, Shipping and Navy
7. Transportation and Telecommunications
8. Cities and Towns
9. Resources and Trade
10. People and Government
11. Health and Sanitation
12. Aviation
13. Maps and Surveys

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CHAPTER II

MILITARY GEOGRAPHY

20. Introduction
 - A. Scope and organization of chapter.
21. General Description of Area as a Whole
 - A. Relief, drainage, and regional terrain pattern.
 - B. Vegetation.
 - C. Soil trafficability.
22. Detailed Description of Regions
(In all descriptions stress aspects having operational significance rather than make an uncritical travelogue.)
 - A. Region A.
 - (1) Subregion A-1.
 - (a) Relief and drainage.
 - (b) Vegetation.
 - (c) Soil trafficability
 - (2) Subregion A-2.
 - (a) Relief and drainage.
 - (b) Vegetation.
 - (c) Soil trafficability.
 - (3), (4), (5) etc. continue outline for additional subregions.
 - B. Region B.
 - (1) Subregion B-1.
 - (a) Repeat as in subregions under A.
 - C, D, etc., continue for additional regions.
23. Regional Summary (Concise summaries of terrain of each region including climatic information to be furnished by JRC; May be presented in tabular form on regular pages.)
24. Routes to Critical Areas (terrain and soil trafficability along natural routes)
25. Principal Sources.
 - A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
 - B. List.

~~SECRET~~

2. Military Geography (Brief).

A full summary of the chapter (about 10 pages) giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material. A concise section on significant areas should be written, for use in the introduction of the Brief.

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CHAPTER III

OCEANOGRAPHY

30. Summary

31. Tides and Currents

(To be presented mainly in chart and table form. Mention sources where tide tables and other periodic data can be obtained.)

A. Tidal ranges.

B. General circulation.

C. Notable local peculiarities in tides and currents.

32. Sea and Swell

A. Amount.

B. Direction.

33. Sea-water Characteristics

A. Temperature.

(1) Charts of horizontal distribution.

(2) Ice chart.

(3) Variation with depth.

B. Salinity and density.

(1) Chart of horizontal distribution.

(2) Variation with depth.

C. Transparency and color (concise).

D. Peculiarities of acoustical conditions.

34. Algae and Bioluminescence

35. Principal Sources

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

* * * * *

3. Oceanography (Brief)

A full summary of the chapter giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text.

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CHAPTER IV

COASTS AND LANDING BEACHES

40. Introduction

- A. General summary. (Brief tabular description of sea approach, coastal terrain, and major beach areas, to supplement maps of "Coastal Divisions and Beach Areas" and "Coastal Terrain.")

TABLE IV-1 (Example)

SUMMARY OF COASTS AND LANDING BEACHES (Figure IV-....)

SECTOR	SEA APPROACH	COASTAL TERRAIN	BEACHES
41. ---- to -----.	Mostly unobstructed; isolated islets and drying rocks near-shore; 10-fathom line 4 to 6 miles offshore; 5-fathom depths as close as 2 miles from shore.	Narrow coastal plain backed by rolling hills rising to mountains about 8 miles inland.	Four areas of short, narrow, sandy beaches backed by lagoons, mostly near N end of sector.
42. ---- to -----.	Obstructed by many islets lying on broad drying mud flats; 10-fathom line 8 to 12 miles from shore.	Broad plain extends inland 10 to 15 miles to base of mountains.	Almost continuous sandy beach, broken by small swampy areas; good access inland.
43. ---- to -----. etc.	etc.		

- B. Maps and charts. (References to location map, key map, and Plans.)
- C. Explanation of beach selection and description.
- (1) Criteria for selection.
 - (2) Reliability index.
 - (3) Scale of bottom gradients.
- D. Navigational instructions. (Reference to pilots, charts, and Chapter VI)
- E.† Air facilities. (Explain possible conflict with Chapter XII.)
- F. Distances. (Standards for use of nautical and statute miles.)
- G.† Positions of places. (If discrepancies exist between different map or chart series, coordinates used in JANIS refer to _____ series, preferably to Plans.)
- H.† Names of places. (Reference to Gazetteer.)
- I.† Glossary. (Common generic terms relating to terrain, hydrography, and political subdivisions.)

† Can be omitted if not needed for particular chapter.

41. Sector

(Coordinates of limits of sector.)

(Reference to Plans showing sector; reference to Coastal Division and Beach Areas map, Figure IV-....)

(Sectors, preferably not exceeding 9 in number, should be based on clear divisions between different types of coastal terrain, which should agree in general with terrain regions presented in chapter II, Military Geography; major objectives preferably should be near centers of sectors rather than at their limits; sector limits should be described in terms of distances from prominent geographic features such as major headlands.)

(General statement without heading. Brief summary of hydrography, coast, terrain backing coast, and number, character, and approximate location of landing beaches. If sector is too varied to be summarized without dividing into subsectors, general statement may be confined to features common to whole sector, list of subsectors within sector, and number and approximate location of major beaches.)

A. Subsector. (Single island, group of islands, or stretch of coast.)

(Coordinates of limits of subsector.)

(Plans of subsector; Figure numbers of strip maps of subsector; U.S.H.O. Charts of subsector.)

(Subsectors should be selected as logical coastal units in which hydrographic or terrain conditions, or both, are sufficiently uniform to permit generalization. Limiting of subsectors to lengths convenient for the making of strip maps leads to unnecessary repetition in the description of the areas covered by strip maps. If subsectors are represented by two or more strip maps, these can be distributed through the text so that the advantages of having map and text contiguous will be retained.)

(General statement without heading.† Brief description of general characteristics of subsector; very brief if covered in generalization under sector heading.)

(1) Coast.

(Progressing along coast, give for each part of the coast a brief statement of offshore approach and shore features, followed by description of coastal terrain. Leave description of beaches to heading (2). Avoid duplicating information that is clearly and correctly conveyed by the Plans or strip maps (distances, ~~shapes~~, and dimensions of bays and islands, spot heights, etc.), except where such duplication is essential to clear statement. Coastal description of subsector may be broken into subdivisions 1, 2, 3, etc., as plotted on strip maps.)

1†

Subdivision.† (Subdivisions should be logical coastal units such as a stretch of fairly uniform coast, an island or group of islands, a bay or group of similar bays, a prominent peninsula.)

2;† 3,† etc.

Subdivision.†

(2) Landing beaches. (Exclude general coastal description. Beach areas are each identified by reference number in parentheses keyed to encircled reference number on map of "Coastal Divisions and Beach Areas." (General statement without heading can be given if desired.)

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Example 1, (no beaches).

(2) Landing beaches.

"None described."

Example 2, (beach table but no detailed text description)

(2) Landing beaches.

(General statement)

(Beach table; see sample below.)

Example 3, (beach table and detailed text description)

(a) General:

(General statement)

(Beach table; to be typed lengthwise of page.)

TABLE IV-....

LANDING BEACHES OF COASTAL SUBSECTOR....

Reliability ... (Plan)

Beach areas physically most suitable for landings are marked with asterisk(*).

Number and location of beach area	Nearshore	Length and usable length	Width at H.W. and L.W.	Gradient in H.W. zone	Surf and shore drift	Material and firmness	Terrain immediately behind beach	Connections inland
(1)* E of Johns-ville. (Plan 3; Fig. IV-5 **	<u>Rocks at E end; bottom gentle.</u>	2.9 mi. inter-rupted for 0.5 mi. by rocks.	100 to 150 ft. at H.W., 25 to 50 ft. at L.W.	1 on 20.	Surf light; shore drift W along main extent.	Sand; firm at L.W. line. Used by wheeled vehicles.	Local rocky slopes at E; extensive sand-dune area at center	Trail from W end of beach to Johns-ville, R.R. 5 mi. inland

**If beach is also described in text, add here "(See also (b) below.)"

(Coordination of coastal description and beach description should be maintained in the planning, writing, and drafting stages so that beaches or beach areas do not cross sector or subsector boundaries, and, if possible, do not cross subdivision boundaries.)

(b) Single beach area. (If description is brief it may be run without subheadings. If description is longer, headings 1, 2, 3, and 4, may be used as follows.)

1. Location and extent. (Give location of beach, not of coast segment; length, usable length, and shape of beach; location with regard to landmarks and developed areas.)
2. Sea approach. (Deal briefly with area shoreward of 40-fathom depth or of 10 miles from shore, whichever is smaller; describe in greater detail area shoreward of 5-fathom line; bottom gradient and character of bottom; locations and depths of reefs, bars, rocks, shoals, and other dangers; anchorage areas; local conditions of winds, tides, currents, waves, and water temperature ranges.)
3. Character of beach. (Physical consistency and bearing capability; width; gradient; surf and currents; surface features and obstructions; structures such as groins and bulkheads; locations of rivers and streams entering or crossing beach; tidal flats and salt marsh, including consistency of bottom; local use; local weather peculiarities; sources of fresh water--potable and nonpotable; areas most suitable for landings.)

4. Adjacent terrain and exits. (Topography on flanks or beach and inland at least 5 miles or to first major barrier; roads, trails, waterways, natural corridors, and cross-country exits from beach; trafficability; emergency landing places for aircraft; nearest potable water; nearest radio; telephone, and telegraph; telephone, telegraph, and power lines; power plants; railroads; habitations.)

(c), (d), etc., Single beach area. (Group of closely related beaches.

B, C, etc., Subsector. (Stretch of coast, single island, or group of islands.)

(Coordinates, etc., as in A, above.)

(General statement without heading.)† .

(1), (2), as above.

42, 43, etc., Sector

Last topic. Principal Sources

- A. Evaluation. (Brief statement of general adequacy of source material and important gaps in information; most important sources, with general appraisal of their reliability, age, etc.)

- B. List of references.

(Maps and charts should be listed last in a separate group headed: Maps and Charts.)

If landing places other than beaches are described, or if descriptions of beach areas and other landing places are interspersed, use general heading, (2) Landing places, and follow outline provided on page 9 of Outline Guide for JANIS 74.

References within text:

Charts. In order to call attention to the largest-scale chart of any stretch of coast, it is desirable to insert a chart reference ~~wherever~~ attention must be transferred from one chart to another, as (U.S.H.O. Chart 1696).

Plans and Figures. Matter overprinted on the Plans and strip maps should not be repeated in the text, but attention can be called to it by appropriate references.

All figure and plan references should be inserted in pencil as they are certain to require adjustment during editing.

Other chapters. Refer to Chapter VI for anchorage table and for places described there as major ports, secondary ports, or other landings, as "At the head of the bay is the small port of _____ (Chapter VI)." Refer to Chapter VIII for described cities and towns.

BRIEF

Topic 4. Coasts and Landing Beaches (Brief)

A full summary of the essential facts of Chapter IV is to be included in Chapter I; this may consist of the Coastal Divisions and Beach Areas map and a short text, or map and coastal description table. Other graphic material may be repeated in Chapter I if needed.

† Can be omitted if not needed for particular chapter.

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OUTLINE GUIDE FOR JANIS

CHAPTER V

CLIMATE AND WEATHER

50. Summary

(Brief description of the climate and weather of the area and their operational significance; 3 or 4 typed pages; shorter than the brief for Chapter I.)

51. General Climatic - Synoptic Regime.

- A. Major climatic controls.
- B. Synoptic aspects of climate and weather.

52. Practical Aspects of Climate and Weather

- A. Ground operations.
 - (1) Transportation (on and off roads).
 - (2) Storage.
 - (3) Shelter.
 - (4) Clothing.
 - (5) Agriculture.
 - (6) Industrial activity (including construction).
 - (7) Climate and health (physiological and psychological factors).
- B. Air operations.
 - (1) Low-level operations.
 - (2) High-level operations.
 - (3) Incendiary bombing.
 - (4) Parachute operations.
- C. Naval operations.
- D. Amphibian operations.
- E. Chemical warfare.

53. Synoptic Weather Types and Forecast Problems

54. Meteorological Facilities

55. Climatic Summary (tables and figures, with brief introductory paragraph if desired) (Less essential tables should be omitted, or condensed in graphs).

- A. Precipitation (include data on drought, flood, hail damage, etc.).
- B. Temperature (include data on frost and growing season).
- C. Humidity (include data on evaporation).
- D. Surface wind.

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- E. Upper air wind.
- F. Cloud and ceilings.
- G. Thunderstorms and turbulence.
- H. Icing.
- I. Visibility (fog, haze, dust, smoke).
- J. Miscellaneous weather phenomena of special importance (in the particular area of the study).

56. Principal Sources

- A. Evaluation of material presented, from standpoint of adequacy of records.
- B. List.

* * * * *

5. Climate and Weather (Brief)

A summary (5-10 pages) of chapter including essential facts to be included in Chapter I. The most important maps and graphs may be repeated in the Brief, and should be cited in the text.

* * * * *

Climate of Terrain Regions (for inclusion in Chapter II).
Concise description of the climatic elements of each terrain region (or groups of terrain regions). Map showing the breakdown of terrain to be furnished by Topographic Branch, MID. Include data particularly pertinent to ground operations and agricultural use of the region.

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CHAPTER VI

PORTS, SHIPPING, AND NAVY

60. Introduction

- A. Brief summary of chapter. Significant port features of area and brief analysis of important ports. Basis of selection between principal and secondary ports. Include a tabular summary of ports. Brief description of shipping and Navy. Invite attention to chapter organization, important illustrations, or any other material necessary to orient reader.

61. Principal Ports

- A. Name of port. (Location and brief description of highlights of port, including importance, character of port, trade, hinterland, and customary methods of handling cargo; e.g., lighter and wharfside.)

- (1) Trade of port. (Primarily in tabular form.)
Totals for inbound and outbound traffic (exports, imports, coastwise, etc.) in weight tons of actual cargo for most recent year; if recent figures are not representative, give figures also for most representative recent year; list principal commodities and amount, and indicate origin and destination by principal commodities overseas and inland; indicate normal hinterland of port and any unusual features of trade.
- (2) Harbor (type, customary use, depth, size, shelter).
 - (a) Entrance channel.
 - (b) Anchorage (area, depths, holding ground, number of berths by classes -- if possible).
 - (c) Significant hydrographic features (tides, currents, etc.).
 - (d) Local weather (very brief treatment as affecting port operations).
- (3) Landing facilities.
 - (a) Piers and quays (brief summary statement on grouping, use, total footage and berthage available by significant depths, character, strength, etc., of facilities followed by description by units in tabular form).
 1. Name and location (reference number on map).
 2. Owner and operator.
 3. Type and use.
 4. Construction.
 5. Dimensions and depths alongside (include length of berthing space, width of apron, maximum weight, etc., if available).
 6. Transit sheds and nearby waterfront warehouses.

7. Mechanical handling facilities (number, type capacity per lift, reach of boom, motive power).
 8. Rail and road connections include gauge of R.R.; can R.R. cars be boarded directly from ship? Can trucks run onto facility?
 9. Capacity for general cargo (tons per day if feasible).
 10. Facilities for night handling.
 11. Other facilities (specific headings such as: water piped on, oil lines, etc.).
 12. Available berthage.
 13. Remarks.
- (b) Other mechanical handling facilities (in tabular form).
 - (c) Harbor craft.
- (4) Storage facilities, commercial.
 - (a) Storage warehouses (location, type, railway sidings, roads, capacity, and type and character of receiving and shipping appliances).
 - (b) Grain elevators (capacity, type, rate of loading, etc.).
 - (c) Supply dumps (location, area, transportation connections)
 - (d) Other (such as oil if more extensive than under (6) below).
 - (5) Capacity and clearance.
 - (a) Estimated unloading capacity (include actual performance records if available; availability of local longshore and harbor labor).
 - (b) Facilities for clearing port (railroad, road, water, etc.).
 - (6) Supplies (brief treatment of availability).
 - (a) Water (source, amount, quality).
 - (b) Oil and gasoline (bunkering capacity, storage tank capacity, stocks).
 - (c) Coal (bunkering capacity, stocks, method and rate of delivery).
 - (d) Electricity.
 - (7) Repair facilities. (Treat plant by plant regardless of type of drydocking installations. Discuss all facilities of each plant as an integrated unit.)
 - (a) Dry docks.
 - (b) Marine railways.
 - (c) Other facilities.

62. Secondary Ports

If information is available, use all applicable headings under Topic 61; if port is small or information meager, headings should be combined as follows:

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A. Name of port.

- (1) Trade.
- (2) Harbor (location, type, depth, size, shelter, anchorage, weather, tides, number and size of berths).
- (3) Landing and storage facilities (summary statement and tabular description by piers or quays, including warehouses, supply dumps, harbor craft).
- (4) Clearance and capacity.
- (5) Supplies (water, oil, coal, electricity, and other specifically important to ships).
- (6) Repair facilities (drydocks, marine railways, repair plants).

63. Other Landings (Tabular treatment.)

64. Anchorages (Protected anchorages and open roadsteads. Tabular treatment.)

65. Shipping

A. Merchant fleet. (Brief description: size, breakdown by tonnage and type, ownership and control, subsidization, etc.)

B. Routes.

- (1) Foreign. (Pattern and significance, ports of call, commodities handled, etc.)
- (2) Domestic. (Pattern and significance, ports of call, commodities handled, seasonal limitations, etc.)

66. Naval Establishment

A. Organization.

- (1) Administration.
- (2) Normal distribution of forces.
 - (a) Sea forces.
 - (b) Land forces.
 - (c) Air forces.

B. Naval bases and stations. (Treat in order of importance.)

- (1) Name of base. (General description; importance, location, layout, organization, principal function, etc.)
 - (a) Harbor.
 1. Entrance.
 2. Significant hydrographic features.
 - (b) Berthing facilities.
 1. Anchorage and moorings.
 2. Piers and quays. (Tabulate details such as: construction, dimensions, depths alongside, berthing capacity, storage facilities, craneage, clearance facilities, etc.)

- (c) Naval factories and shops.
- (d) Ship construction and repair facilities. (Give details of dry docks, building ways, shops, etc.).
- (e) Supplies
 - 1. Bunkers. (Give details of storage and handling facilities for fuel oil, gasoline, and coal).
 - 2. Water.
 - 3. Power.
 - 4. Munitions.
- (f) Storage and billeting facilities.
- (g) Personnel.
- (h) Defenses.
- C. Other naval installations. (Include all other naval establishments not classed as bases or stations, such as ordnance plants, training schools, research laboratories, etc.).
- D. Fleet.
 - (1) Organization. (Brief discussion of organization and disposition.)
 - (2) Elements. (Tabulation of ships by type, showing significant data on size, armament, and speed.)
- 67. Principal Sources
 - A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
 - B. List.

* * * * *

6. Ports, Shipping and Navy (Brief)

A full summary of chapter (about 10 to 15 pages) giving essential facts for inclusion in Chapter I, with separate headings for each principal and secondary port. This can be about 3 times as long as Topic 60. The most important maps may be repeated in Chapter I, and reference to them should be included in the text.

OUTLINE GUIDE FOR JANIS

CHAPTER VII

TRANSPORTATION AND TELECOMMUNICATIONS

70. Introduction

General statement of scope of chapter. Invite attention to important illustrative material.

Brief summary (shorter than the Brief for Chapter I). Mention outstanding natural arteries of movement. Other general items such as plan of organization, out only if necessary.

71. Railroads

(Much of the information can be presented on large scale, contoured or hachured, annotated maps.)

Pattern and significance (including operating and disused lines, mileages and gauges of track, weather conditions that affect operating, railroad defense precautions); construction of roadbed and track (rails, fastenings, ties, ballast, permissible axle-loads and weight restrictions, radius of curves, gradients, switches); signalling system and methods of operation; loading gauge; locomotives (types and gauges, numbers, tractive effort, fuel and sources, brakes, couplings and buffers); rolling stock, freight and passenger (types and gauges, numbers, brakes, couplings and buffers, capacity); repair facilities and shops (location and capacity of shops and depots; location and capacity of roundhouses); principal bridges and tunnels (spans, length and type of construction); vulnerable points; traffic (freight, passenger; map); capacity (limiting factors, speeds and weight, number of trains per day; cite performance records if available); administration.

72. Roads and Trails

Pattern: road widths and classification; methods of road construction (including sources of material and equipment available); general standard of maintenance; bearing capacity of road margins; grades and bridges, ferries (motive power, condition, capacity, crossing time, seasonal restrictions) and fords (width, depth, stream bed, approaches); seasonal variations in road conditions; administration; road signs; road numbering system (where used); types of vehicles and traffic; map; repair facilities.

73. Inland Waterways

Pattern and significance; principal routes; craft (types, measurements, capacity, power, numbers, propulsion); controlling depths, frequency of dredging; seasonal limitations; principal engineering works (locks, barrages); terminals and loading and unloading places; bridge clearance; water sources; administration; fuel supplies; construction and repair yards; traffic (quantity and principal commodities). Individual description of principal canals, rivers, lakes, etc.; name or names; location of mouth or confluences; navigability; limitations (draft, headroom, breadth); principal engineering works; current speeds; seasonal and tidal variations; principal ports; remarks.

74. Radio

Administration; equipment (broadcasting and receiving); radio-telegraph; radiotelephone; radio broadcasting; radio stations; power supply.

75. Telegraph

Administration; pattern of network and location of lines and underground cables; line construction (poles, arms, insulators, conductors, stays and struts, junction poles); underground cables (types, method of laying); details of circuits (repeater or amplifier equipment, earth return circuits, test and distribution points, method of loading); stations (types of equipment, relaying equipment, carrier frequency equipment, teleprinters); maintenance (general standard and local supplies of materials); vulnerable features; personnel; unusual features such as effect of climate, soil chemicals and insects affecting cables and poles.

76. Telephones

Topics as for 75, where applicable.

77. Submarine Cables

Administration; landing points and routes; cable houses; equipment; facilities for repair and storage; present condition; vulnerable features.

78. Principal Sources

A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

B. List.

7. Transportation and Telecommunications (Brief).

A full summary of chapter (about 10 pages) giving essential facts to be included in Chapter I. The most important maps may be repeated in Chapter I, and references to them should be included in the text.

OUTLINE GUIDE FOR JAMIS

CHAPTER VIII

CITIES AND TOWNS

80. General Description

- A. Pattern of urban settlement.
- B. Degree of urbanization.
- C. Functions of cities and towns.
- D. General characteristics of cities and towns in the area.
- E. Major cities.
- F. Table of principal cities and towns (a few words describing each: location, population, major functions, etc.).

81. Principal Cities and Towns (May be subdivided by regions if desired.)

- A. City, Population--if no data, estimate.

(For headings below, especially from (2) to (12), words to be used only to supplement or clarify maps and tables.)

- (1) Location and importance from the standpoint of strategic position, trade, political significance, etc.
- (2) Means of access.
 - (a) Water.
 - (b) Rail.
 - (c) Road.
 - (d) air.
- (3) Physical characteristics (site and pattern).
 - (a) Relation to surface features.
 - (b) Shape and dimensions.
 - (c) Degree of compactness and chief open spaces.
 - (d) Street plan.
 - (e) Differentiated sections--commercial, residential, of various types, industrial.
- (4) Factories.
- (5) Warehouses and storage.
- (6) Billeting facilities.
 - (a) Military barracks.
 - (b) Schools.
 - (c) Hotels.
- (7) Health and sanitation facilities.
 - (a) Hospitals and medical personnel.
 - (b) Sewage disposal.
- (8) Buildings (other).

- (9) Internal transportation.
 - (a) Subway or rail.
 - (b) Streetcar.
 - (c) Road (auto, bus, truck).
 - (d) Canal and river ferry.

- (10) Developed municipal water supply.
 - (a) Source.
 - (b) Purification.
 - (c) Distribution.

- (11) Other public utilities.
 - (a) Power.
 - (b) Ice.
 - (c) Gas.
 - (d) Communications.

- 1. Telephone.
- 2. Telegraph.
- 3. Cable.
- 4. Wireless (radio).

- (e) Fire fighting.

- (12) Repair and Service facilities.

(Marine facilities are described in Chapter VI)

- (a) Railroad, streetcar.
- (b) Machine shops and foundaries.
- (c) Garages.

A. City (detail as 81 above, etc.)

- 82. Secondary and Minor Towns. (List, with population, latitude, and longitude for centers not described above. One or two lines in telegraphic style should be added where data are available on principal characteristics and functions of center such as: coal mining town, university center, etc.)

- 83. Principal Sources.

- A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

- B. List.

- 8. Cities and Towns (Brief)

A full summary of chapter (about 10 to 20 pages) giving essential facts to be included in Chapter I. Important maps may be repeated in Chapter I, and should be cited in the text.

CHAPTER IX RESOURCES AND TRADE

90. Introduction

Brief topical summary of chapter, giving salient features of information under each main heading. A regional summary affording the reader a general picture of the geographical concentration of activities should be emphasized; for instance: "The growth of turnips and the cultivation of babassu nuts is largely concentrated in Bulova, Gruen, and Lady Hamilton Provinces, whereas the only intense cultivation of rutabagas is found in Central Coca Cola". (The same regional breakdown, if one is formed by grouping political subdivisions or delineating natural geographic provinces, should be followed throughout Chapter IX). Other significant items such as farming methods, principal food products, fisheries, agricultural economic conditions, mineral resources, etc., should be generalized to provide a comprehensive summary of the whole chapter.

Part 1. Food Resources

(Short unnumbered introduction)

91. Agriculture

A. General. Relative importance in national economy; statement of degree of self-sufficiency or deficiency.

B. Geographical distribution.

- (1) Type and location of agricultural areas in country or area as a whole (illustrated by map).
- (2) Agricultural regions and their characteristics, including principal crops of each; percentages and parts of regions cultivated (illustrated by map).

C. Economic distribution. Size of farms; ownership; tenantry; organization of combines or cooperatives; government aids and controls both local and national.

D. Methods.

- (1) Growing and cultivation. Should include methods of plowing, seeding, cultivation, etc.; dry farming or adequate rainfall; irrigation--discuss water resources as related to agriculture; use of machinery and fertilizer; seasonal factors (crop calendar), etc.
- (2) Harvesting. Methods, use of machinery, etc.
- (3) Initial processing. Should include threshing, ginning, hulling, packing, general preparation of product for market.
- (4) Local marketing. Marketing of products for local consumption, further processing, or ultimate export.

E. Agricultural labor. Family establishments; combines or cooperatives; employment of migratory labor; percentage of population engaged, etc.

F. Agricultural non-food products. Should include fibers, silk, furs, and animal non-food products; sources, amounts, quality; producing areas; stocks and storage facilities; any other pertinent detail.

92. Food Resources

A. Food products.

- (1) Production. Discussion of marketable food crops: grains, fruits, vegetables, etc.; animal and poultry husbandry; quantities produced; quality; trends; surpluses for export, etc.

- (2) Consumption. Figures on national diet showing caloric intake, etc.; regional variations showing surpluses or deficits of various foods; conditions of distribution dependence on imports; any other data pertinent to food consumption especially that which might be affected by military operations.

B. Fisheries.

- (1) Salt water. Fishing grounds and banks where professional fishing boats operate; number of vessels and persons engaged; methods and equipment used; principal fishing ports; types caught; production figures on live catch including shellfish.
 - (2) Fresh water. Rivers, lakes, reservoirs or other areas fished; culture or propagation of edible fish in ponds, etc.; methods and equipment; types caught; production, etc.
- C. Food processing and storage. Milling, canning, baking, brewing, refrigeration, etc.; extent; production; geographical distribution; methods; numbers employed, etc.

Part 2

Water, Raw Material, and Electric Power Resources

(Short unnumbered introduction.)

93. Water Resources

- A. General. Sources; quality; availability; sufficiency or deficiency by regions.
- B. Surface water. Precipitation; runoff; storage; quality; seasonability; volume, etc.
- C. Ground water. Water tables; locations and depths of wells; artesian flow; relation to permafrost where applicable; volume; quality, fluorine or other mineral content; methods of recovery, etc. (Reference should be made to irrigation, Topic 91, D, (1), and to developed water supplies, Chapter VIII.)

94. Construction materials

Location, distribution, kind, quality, quantity, reserves and ownership of construction timber, stone, clay, sand, gravel, lime, cement, etc.; methods of extraction, transport, and marketing; describe facilities for or methods of initial processing where they are located at or near deposits. (If of significant importance in the national economy, forestry should be given full treatment in this topic. Refer to Topic 96 for forest products other than construction timber.)

95. Mineral Resources

- A. General. Position of country or area in world production of most significant minerals, fuels, etc. Relative importance to national economy. Position with regard to export, net domestic consumption, or import of materials. Any general significant facts including geographical aspects of mining, etc.
- B. Minerals (except fuels). Location and production (including location and status of unworked mines) of minerals by types; quality, percentages of mineral content of ores; mining methods; power, water and fuel availability and requirements; reserves; labor supply. (Include iron and alloy metals, non-ferrous metals, and non-metallic minerals.) Describe facilities for or methods of initial processing where they are located at or near deposits.
- C. Fuels. Coal, peat, gas, petroleum (natural and synthetic), firewood. Sources, quality, quantity, stocks and storage facilities; distribution by type and location; uses; methods and routes of transportation; ownership; labor supply.

96. Forest and Marine Products

A. Forest products. Include materials other than construction timber: gums, resins, turpentine, spices, bark products, special purpose woods such as balsa and mahogany; etc.

B. Marine products. Shells, sponges, non-edible fish or whale oils, kelp and other seaweeds, etc.

97. Electric Power Resources

A. Hydro-electric generation. Geographical location; types of installations including types of dams, penstocks, generator equipment; capacity; potential capacity; normal output; seasonal fluctuations if any; facilities for repair and replacement; operating organizations, etc.

B. Thermal generation. Same as above; describe auxiliary facilities in case of breakdowns or excessive loads.

C. Transmission and consumer distribution. Grid systems (if any); type of current; transformer and switching equipment; substations; characteristics of local distribution; uses of power; amounts consumed; available surplus over peak loads; operating organizations

Part 3

Manufacturing, Trade, and Finance

(Short unnumbered introduction.)

98. Manufacturing

A. General. Importance of industry as a whole to national economy; geographic distribution; ownership and operation; principal problems and trends (availability of machinery and raw materials, labor problems, etc.; generalization of principal products, etc.

B. Manufacturing plants and products. Follow breakdown by industries with geographical distribution of each (heavy industries, important consumer industries, handicraft industries if significant; always include munitions, aviation, automotive, and shipbuilding industries). Location of plants; physical descriptions; production and trends; consumption of raw materials; power, water, and fuel requirements; labor quality and supply; ownership and operation; destination of final products; government or other controls and subsidies; special concentrations of key industries with respect to vulnerability, etc.; reparability; usefulness to military forces or civilian population.

99. Commerce and Finance

A. Commerce (very brief).

Flow of trade; commodities, origins, and destinations (provide flow maps where possible); foreign and international trade including that moved overland; trade outlets and organizations; tariffs, subsidies, other government aids, etc.

B. Finance (very brief).

Currency and coinage (note issue); foreign exchange and purchasing power of monetary unit; brief descriptions of banking system, including methods of transferring funds, payments, etc., and tax structure. Provide table of currency equivalents where they are complex.

- A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)

- B. List of references.

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9. Resources and Trade (Brief)

A full summary of chapter (about 10 pages) giving essential facts to be included in Chapter I. The most important maps may be repeated in Chapter I, and references to them should be included in the text.

OUTLINE GUIDE FOR JANIS

CHAPTER X
PEOPLE AND GOVERNMENT

(Make use, where appropriate, of comparisons of conditions with those of other countries, especially the United States. Topics and subtopics commonly begin with untitled summary.)

100. Introduction (Succinct)

Significance of the area. (Unlabelled paragraph.)

A. Summary. (General character of the society; main ideological basis and trends.)

B. Historical setting. (Emphasize recent significant developments.)

C. Political subdivisions of area.

101. Population: Numerical Distribution (By totals and by groups; size, distribution, density, age groups, and trend rate of increase of population.)

102. Population: Cultural and Physical Characteristics

A. General characteristics of the people.

(1) Languages. (If possible, give localized distribution, with maps, of major languages by local percentage of inhabitants. Nature of the languages and differences between written and spoken languages. Indicate extent of local knowledge of English or other common foreign language or lingua franca.)

(2) Religion.

(a) Political significance of religion. Attitudes of government toward religious groups.

(b) Distribution of the principal faiths by local percentage of inhabitants. (Include important sects, if any. Are specific religious faiths associated with specific ethnic groups?)

(c) Character of faiths. (Dogma, practice.)

(d) Organizational outline of religious institutions.

(e) Brief characterization of key individuals in the organizations.

(f) Features of religion which have important bearing on the daily life of people, or on their relations with or attitude toward outsiders and foreigners.

(3) Physical characteristics. (Physical description and areal distribution of main racial groups. Note physical traits, racial or otherwise, which distinguish groups from neighbors.)

(4) Social stratification. (Main divisions, trends.)

(5) Social groups. (Family, clan, secret societies, guilds, cooperatives, business and professional associations, labor unions, etc. Brief, concentrating on differences from U.S.)

(6) Pattern of living. (Homes and modes of living, rural and urban, particularly aspects likely to affect relations with people from outside.)

(7) Education.

(a) Character and adequacy. (Aims, extent of educational

- (b) School system. (Organization, curricula, extent and nature of governmental influence.)
 - (c) Universities. (Location, student attitude, leaders.)
 - (d) Political impact of educational system.
 - (8) Dissemination of news and propaganda. (Effectiveness; number of people reached.)
 - (a) Newspapers, magazines, radio, motion pictures.
 - (b) Other customary methods of disseminating information or propaganda.
 - B. Regional culture group I (if any).

(Length of treatment to be dependent upon importance of group.)

 - (1) Size and location.
 - (2) Characteristics. (Description of the group, emphasizing significant distinctive characteristics and the extent of divergence from rest of JAMIS area. Subtopics of 102, A, should be kept in mind.)
 - C. Regional culture group II (if any).
103. Labor
- A. Supply. (Detailed treatment desired.) Numbers of workers of various skills available. Customary types of employment of women.
 - B. Characteristics. Wages and hours, working conditions, labor organizations, and methods of obtaining workers.
 - C. Brief characterization of key individuals in the labor scene.
104. Government (Give a realistic account of the way the government actually works, as well as a sketch of the legal, official mechanism of government.)
- A. General characteristics. (Including degree of centralization, policies towards minorities, roots in the past, etc.)
 - B. National government.
 - (1) Legal bases of existence.
 - (2) Functions.
 - (3) Organizational structure. (Legislation, administration, finance.)
 - (4) Actual methods of operation. (Including electoral process, nominations, role of armed forces.)
 - (5) Key individuals.
 - C. Provincial government.
 - D. Local government.
 - E. Other governmental units. (Those not organized in the above scheme. Aboriginal reservations, administrative organizations with special forms or jurisdictions, e.g. army or navy defense organizations, etc.)

105. Political Factors

- A. Introduction. (Summary of issues, parties, coalitions, and pressure groups. Relationship of parties to government.)
- B. Political groupings.
 - (1) Group 1. (Aims and ideology, position on issues, strength, activities, propaganda media, leaders, attitude toward opposition, attitudes toward and relations with foreign powers.)
 - (2) Group 2.
Etc.
- C. Popular participation in politics. (Informal activities such as demonstrations and strikes; civil rights in theory and practice.)

106. Internal Security and Public Order

- Courts and legal systems.
 - (1) Legal system. (Essential character, and comparison with American system.)
 - (2) Supreme Court.
 - (3) Lower courts.
- B. Police. (Law enforcement and intelligence agencies.)
 - (1) Agency 1. (Functions, organization, methods, effectiveness, strictness, honesty, morale, key individuals; attitude of public toward police.)
 - (2) Agency 2.
Etc.

107. Principal Sources

- A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
- B. List.

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10. People and Government (For Chapter I, Brief.)

- A full summary of the chapter, (about 10 pages) with text citation of principal maps to be repeated in Chapter I.)

OUTLINE GUIDE FOR JANIS

CHAPTER XI

HEALTH AND SANITATION

- 110. Introduction and Summary (3 or 4 typed pages summarizing the most important facts of the chapter, shorter than the brief for Chapter I).
- 111. Environment
 - A. Water.
 - B. Waste disposal.
 - C. Animals.
 - (1) Vectors of disease.
 - (2) Dangerous animals.
 - (3) Pests.
 - D. Plants.
 - E. Food.
- 112. Public Health and Medical Facilities
 - A. Public health organization.
 - B. Hospitals and medical institutions.
 - C. Medical personnel (in broadest sense - physicians, dentists, veterinarians, etc.).
 - D. Social service agencies.
- 113. Diseases
 - A. Diseases of military importance.
 - (1)
 - (2)
 - B. Diseases of potential military importance.
 - (1) Endemic diseases.
 - (2) Diseases which may be introduced.
 - C. Diseases of minor military importance.
 - D. Diseases common among civil population.
 - E. Miscellaneous diseases.
- 114. Recommendations (in order of importance)
- 115. Principal Sources
 - A. Evaluation (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
 - B. List.

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11. Health and Sanitation (Brief).

A full summary of chapter (about 5 or 6 pages) giving essential

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CHAPTER XII

AVIATION

120. Introduction

- A. Scope of chapter (briefly indicating organization and content).
- B. General summary (including discussion of the status of aviation in general in the area and the relative position of military aviation).
 - (1) Military aviation (brief, general).
 - (2) Civil aviation (brief, general).
 - (3) Aircraft development (trends, significant progress).
(Aircraft manufacture is described in Chapter IX).
 - (4) Facilities in general (quality of airfields in general, tabular summary of number and classification of fields; breakdown by regions if desirable).

121. Military Aviation

- A. Organization (command and tactical organization, relationship to army and navy commands, etc.).
- B. Strength and capabilities.
- C. Bases (general discussion, including location, size and nature of facilities of fields and bases operated by the army and navy for exclusive military use; not a regular airfield list).

122. Civil Aviation

- A. Firms or government agencies engaged (organization, officials, foreign and domestic capital invested, etc.).
- B. Operations and equipment.
 - (1) Routes, schedules, stops.
 - (2) Equipment (including maintenance, replacements, fuel, etc.).
 - (3) Personnel (numbers, training, ability, foreign pilots used?, etc.).
 - (4) Traffic (including nature and volume, operations methods, dispatching, etc.).

123. Navigation and Communications Facilities (radio, radar, blind approach systems, etc.)

124. Air Facilities, Main List (standard list of airfields with surfaced runways, facilities, etc., on which information is relatively complete)

125. Air Facilities, Supplemental List (airfields without extensive facilities or about which information is complete)

126. Possible Airfield Sites (location and suitability)

127. Principal Sources

- A. Evaluation. (Indicate briefly the general adequacy of source material and important gaps in information. Mention the most important sources, with a general appraisal of their reliability, age, etc.)
- B. List.

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Suggested maps:

- Military airbase complex
- Commercial airlines
- Commercial airlines traffic flow (number of flights)
- Airfields on main list
- Airfields on supplemental list
- Possible airfield sites

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12. Aviation (Brief)

A full summary of the chapter for inclusion in Chapter I. The most important maps may be repeated in Chapter I, and reference to them should be included in the text of the Brief.

(c), (d) as in (1) above.

B. Aeronautical charts.

(1), (2), (3) (break down as under A above).

C. Hydrographic charts.

(1), (2), (3) (break down as under A above).

D. Special maps (transportation, population, land utilization, etc.).

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13. Maps and Surveys (Brief)

A summary of the principal facts concerning maps and surveys of the area, written for inclusion in Chapter I. A key map or maps showing coverage of the area by the principal map series may be repeated in Chapter I.